

Proctor: DIS

According to the DHS/DCFS Contract, Part II. Sec. III. C. Direct Service Requirements,

1. Client-Centered Planning: *The Contractor shall:*

- a. Develop a Client-Centered Plan (Plan) in coordination with the DHS/DCFS Case Manager and the Team within 30 days of placement. The Plan shall also address the Client's needs statements in the Child and Family Plan and mental health evaluations.*
- b. Implement the Plan. Implementation shall include the development of a behavior support plan, psychotropic medication plan (if applicable), staff instruction sheet, and data collection and/or task analysis sheet for skills training or other supports as indicated by the Plan.*
- c. Orient the Client to the part of the Plan that pertains to the Contractor and to the part of the Plan that is the Client's responsibility. The Contractor shall ensure the Client is involved in Plan implementation to the extent the Client is capable.*
- d. Develop and implement a behavior support plan. The behavior support plan shall include support strategies for the Client and support strategies for the Contractor. The support strategies shall identify measurable steps to address Client needs and the Client support strategies. The Contractor shall submit the behavior support plan to the Case Manager within 14 days of completion.*
- e. Submit a monthly summary to the Case Manager within 30 days after the end of each service month. The monthly summary shall document the Client's progress and activities related to the Client-Centered Plan. In addition, the monthly summary shall include a log of Direct Support provided during the month, specifying the number of hours and dates of service. The monthly summary shall follow the requirements outlined in the Contractor's DHS/DSPD Service Contract(s).*
- f. Review the Plan at least quarterly and update the Plan based on the Client's progress and/or change in status in consultation with the Case Manager. The Contractor shall submit any updates to the Plan to the Case Manager within 30 days of the end of the quarter.*
- g. Submit a revised IRTS worksheet to the Case Manager for approval and service authorization, if the review of the Plan results in a need to change the IRTS worksheet.*

Only the Division has the authority to change the service rates on the IRTS worksheet.

2. Client-Centered Plan Supplemental Document Requirements:

- a. Behavior Support Plan: The Contractor's behavior support plan shall emphasize a positive approach with effective services designed to acquire and maintain adaptive behaviors and prevent problem behaviors. The behavior support plan content shall follow the requirements outlined in the Contractor's DHS/DSPD Service Contract.*
- b. Data Collection and/or Task Analysis Documentation: The Contractor shall use data collection and/or task analysis documentation to track the progress or lack of progress of each Client. This documentation shall be used to chart the Client's behaviors for the month, to identify a pattern and/or triggers, and to help implement better behavior supports. Data from this document shall be incorporated into the monthly summary.*
- c. Monthly Summary: The Contractor shall prepare a written summary on a monthly basis documenting the Client's progress and activities related to the Client-Centered*

plan. The Contractor shall submit the monthly summary to the Case Manager within 30 days after the end of each month. The monthly summary shall also include a log of Direct Support provided during the month, specifying the number of hours and dates of service. The monthly summary shall follow the requirements outlined in the Contractor's DHS/DSPD Service Contract.

d. Psychotropic Medication Plan: The Contractor shall create a plan for each Client for whom psychotropic medications have been prescribed by a qualified health care provider. The plan shall include specific types of support strategies regarding usage, delivery and effects of psychotropic medications. The psychotropic medication plan content shall follow the requirements outlined in the Contractor's DHS/DSPD Service Contract.

e. Staff Instruction Sheet: For Clients placed in a Community Living Residential Support setting, the Contractor shall develop a staff instruction sheet to outline the Client's specific needs and activities, to be used by the direct care staff to identify the Client's daily routine and any changes to the routine based on a Client's current functional level.

According to the DHS/DCFS Contract, Section III. Additional Requirements Specific to Individual Residential Treatment Services DIS, DHX, GHX. B.

6. Bachelor's Degree Level Behaviorist

7. Master's Degree Level Behaviorist

8. PhD Level Behaviorist